

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

NUTRITIONIST

FLSA STATUS:

NON-EXEMPT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to evaluate patient nutritional information, determine patient eligibility for nutritional program participation, and provide public education concerning nutrition, diet, and food management. Duties and responsibilities include evaluating nutritional needs of patients, identifying nutritional risks, determining program eligibility, providing nutritional information to patients, delivering educational presentations to the public, and maintaining records. Reports to Registered Dietician.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Evaluates nutritional status/needs of patients and determines eligibility for Women, Infants & Children's (WIC) nutritional program; evaluates medical data/measures, nutritional information, and patient responses to determine program eligibility; identifies patient nutritional risks and determines nutritional/eating needs; evaluates patient dietary recall information and makes assessment of food intake; develops individualized nutritional plans and methods to education patients; provides cooking demonstrations and/or other appropriate patient education; certifies eligibility for nutritional program participation.

Prepares and presents information concerning nutrition, diet, and food management to patients, health department staff, and community organizations; delivers nutritional presentations for group education classes in health department; delivers presentations for schools, universities, professional groups, health fairs, or other organizations/events.

Prepares and maintains required records and reports; documents data pertaining to nutritional assessment and patient education in medical records; completes growth charts for medical records; enters patient data and services provided into patient tracking computer system.

Coordinates hospital program to provide WIC services to inpatients via telephone calls and visits to hospital.

Confers with physicians to determine patient needs for special formulas and care of special needs infants.

Coordinates work activities with other departments, outside agencies, or others as needed; confers with other agencies and providers regarding referrals to WIC program; confers with health department nutritionists, dietitians, nurses, physicians, and nurse practitioners regarding patient nutritional problems.

Completes work at assigned work station determined by supervisor. Works hours as scheduled. Prepares or completes various forms, reports, correspondence, logs, medical forms/records, nutritional plans, hospital reports, travel reimbursement forms, or other documents.

Receives various forms, reports, correspondence, medical records, growth charts, hospital reports, biological/medical values, outreach reports, nutrition plans, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a motor vehicle, personal computer, general office equipment, audio/visual equipment, cooking instruments, caliper, scale, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs.

Monitors inventory of department equipment, forms, and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

Communicates with supervisor, employees, volunteers, interpreters, other departments, medical providers, hospital personnel, patients, program participants, the public, schools/universities, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends various meetings, serves on committees, and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable policies, procedures, program guidelines, and nutritional information; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends conferences, workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, recording messages, scheduling appointments, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, or performing light housekeeping tasks.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited College or University in Home Economics, Nutrition, Education, or closely related field; supplemented by one (1) year previous experience and/or training involving nutrition, patient assessment, criteria-placed placement services, home economics, public education, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of an automobile, personal computer, and general office equipment used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dust, odors, temperature and noise extremes, traffic hazards, disease, or pathogenic substances.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: walking up and down the hallway inside patient care building

Surface: covered concrete floor

Estimated Total Hours: Less than one hour **Maximum Continuous Time:** 3

2. SITTING

Tasks: at desk

Estimated Total Hours: 6.5 **Maximum Continuous Time:** 7.5

3. LIFTING/CARRYING

Objects: breast pump and supplies occasional carried from store room to office to front office for patient.

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs				Yes	
11-25 lbs					
26-50 lbs					
51-75 lbs					
76-100 lbs					
>100 lbs					

4. PUSHING/PULLING

Objects: placing supplies on the shelves in store room pamphlets, magazines

Height of hands above floor during push: just above the head

5. BENDING/SQUATTING/KNEELING

Tasks: placing supplies in kitchen, store room or cooking for class.

Frequency: weekly or less, less than an hour

6. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces	X	
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	100 % of time
Outside	% of time

7. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash		X

8. LIST TOOLS, EQUIPMENT AND MATERIALS USED:

Computer, Desk, stove, breast pumps, pens, pencils, calculator, copier, fax

9. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		daily
Grasp	X		daily
Fine Motor i.e: writing, twisting hands or wrist, etc	X		daily

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.

Yes

2. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?

No

3. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

Yes

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

Yes

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date